



CAREER OPPORTUNITY: Police Records Clerk



The City of Wylie (pop, 44,000) seeks a Records Clerk for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 by the Dallas Business Journal as one of the top "Best Places to Work" in D/FW and received the #19 out of 100 ranking for "Best Places to Work" by the Dallas Morning News in November, 2011.

JOB TITLE: Full-Time Records Clerk
DEPARTMENT: Police Department
PAY GRADE: \$15.11/hour

ESSENTIAL JOB FUNCTIONS:

- Prepare, distribute and file various reports and documents
- Prepare general correspondence.
- Maintain Police Department files, offense reports, arrest reports, accident reports and various other records.
- Effectively maintain, prepare and submit uniform crime report.
- Respond to citizen requests for reports and other department records.
- Respond to court requests for reports and documentation.
- Testify in court as Police Department Record Custodian.
- Collect and maintain Police Department statistics and data as directed by Supervisor.
- Assist the detectives and other personnel as needed.
- Maintain discretion at all times, including details relating to police activity and suspects.
- Communicate in English, both in writing and verbally.
- Perform as a responsible steward of the public trust and strive for excellence in public service, enhancing the quality of life for all.
- Act in a civil, respectful manner at all times to management, co-workers and others.
- Other duties as may be assigned.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

High school diploma or equivalent. Two years related job experience. Good typing and word processing skills. Superior grammar, spelling, composition skills. Able to organize and prioritize tasks. Interact well with department, inter-departmental personnel. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

TO APPLY: Visit our website at www.wylietexas.gov to print an application or call 972-516-6040 to receive an application by mail. Mail or hand deliver your application, resume and cover letter to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. Application closing date is June 28 at 5:00pm. If you have questions or would like additional information, please call 972-516-6040.